IV. ONE YEAR ACTION PLANS

MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

1. Introduction

Under the Michigan CDBG Program, all projects must meet one of the following national objectives and the attending statutorily mandated requirements to be considered for funding:

- The activities will benefit persons of low and moderate income, as defined by Section 104(b)(3) of the Housing and Community Development Act and 24 CFR 570.483;

- The activities will aid in the prevention or elimination of slums or blight, as defined by 24 CFR 570.483; or

- The activities are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent, where the community is unable to finance the activity on its own and where other financial resources are not available to meet such needs, as defined by 24 CFR 570.483.

2. Eligible Activities

Activities cited in Section 105(a) of Title I of the Housing and Community Development Act of 1974, as amended, are eligible for assistance.

COSTS OF PREPARING GRANT APPLICATIONS ARE NOT ALLOWABLE.

3. Eligible Applicants

Small cities, townships, and villages of less than 50,000 in population, and non-urban counties generally are eligible to apply for grants under the Michigan CDBG Program. There are over 1,600 eligible general purpose local governments and these governments are referred to as non-entitlement jurisdictions.

4. Ineligible Applicants

The following counties and their respective units of local governments are not eligible:

Genesee County (The Cities of Flushing and Linden are the two communities in Genesee County eligible to apply for Michigan CDBG funds)
Kent County (Cedar Springs is the one community within Kent County eligible to apply for Michigan CDBG funds)
Macomb County
Oakland County
Wayne County

Washtenaw County and the following units of government within the county are not eligible for Michigan CDBG funds:

Ann Arbor City	Pittsfield Township	York Township
Ann Arbor Township	Scio Township	Ypsilanti City
Bridgewater Township	Salem Township	Ypsilanti Township
Northfield Township	Superior Township	

The following Michigan cities are not eligible to directly apply or directly receive Michigan CDBG Program:

Battle Creek	Kalamazoo	Niles
Bay City	Lansing	Norton Shores
Benton Harbor	Midland	Portage
East Lansing	Monroe	Port Huron
Holland	Muskegon	Saginaw
Jackson	Muskegon Heights	

Indian tribes eligible for assistance under Section 107(a)(7) of the Housing and Community Development Act are not eligible to directly apply for or directly receive Michigan CDBG funds, but an eligible county or township may apply for Michigan CDBG funds for projects located on Indian reservations if the unit of general local government has the legal authority to fund such projects on Indian reservations and Indian preference is not provided.

5. Allocation of Funds

During the 2009 program year, the State expects to receive approximately $35,400,000 from the U.S. Department of Housing and Urban Development (HUD) for the State of Michigan CDBG Program. The actual amount available may vary based on recapture and reallocation of other funds from previous allocations and the amount of program income received as well as the final appropriation. In addition, the actual distribution of allocated or unallocated amounts may vary according to the demand for funds and fundable grant applications. The initial and planned allocation of funds to individual categories will be on a pre-set percentage basis, which will be applied to the final funding amount. By definition, a substantial amendment to the Consolidated Plan would result from a change in the method of distribution of funds of said change, which will cause an increase or decrease in the original allocation mix of over 35%.

Initial distribution of HUD allocated funds, recaptured funds, and program income will be as follows:

CDBG Category	Allocation	Program Income	Total
1. Economic Development Grants	**$21,056,370**	**$2,000,000**	**$23,056,370**
2. Housing & Neighborhood Grants	**$13,181,630**	**0**	**$13,181,630**
3. Administration and Technical Assistance	**$ 1,162,000**		**$ 1,162,000**
Total	**$35,400,000**	**$2,000,000**	**$37,400,000**

Although the specific FY09 allocation is not known at the time of this submission, the following percentages of the allocation will be applied to the specific categories:

Economic Development (Michigan Economic Development Corporation)	
Economic Development	65.0%
Downtown development	12.5%
Planning	2.5%
Blight Elimination	10.0%
Innovative/Unique Economic and Community Development	10.0%
Infrastructure Capacity Enhancement	Balance Unobligated

Housing (Michigan State Housing Development Authority)	
County Allocation	80.0%
Housing Resource Fund	20.0%

Other Funds. In addition to funds available for distribution, as allocated to the State by the federal government for the 2009 program year, other funds may become available for distribution. Such other funds may include:

- Unobligated grant balances allocated to the State under any previous program year;
- Unexpended grant obligations recovered under previous grants; and
- Any program income returned to the State below or above the estimated amount.

It is estimated that the State will receive approximately $2 million in program income during the 2009 program year. These funds will be redistributed by the appropriate State-administering agency (Michigan Strategic Fund or Michigan State Housing Development Authority) for eligible projects in accordance with requirements of the 2009 CDBG program guidelines.

A. COMMUNITY DEVELOPMENT BLOCK GRANT FOR HOUSING: ONE-YEAR ACTION PLAN

1. General

Under the County Allocation or Housing Resource Fund, as administered by MSHDA, CDBG funds may be used by a community to meet demonstrated housing needs. Activities eligible for funding include, but are not limited to:

- Rehabilitation of housing units for homeowners, homebuyers or rental occupancy;
- New Construction of housing for rental or owner-occupancy; in participation with a qualified community-based organization;
- Acquisition of sites on which buildings will be constructed for use or resale, including down payment assistance;
- Emergency Repair assistance (limited to 15% of funds for homeowner assistance);
- Demolition in support of a housing program or neighborhood revitalization effort;
- Clearance of toxic contaminants of property to be used for new construction of housing;
- Infrastructure improvements essential to an affordable housing project or program in a targeted neighborhood where at least 51 percent of the residents have incomes not exceeding 80 percent of the area median incomes;
- Site improvements to publicly owned land to enable the property to be used for new construction of housing, providing the improvements are undertaken while the property is still in public ownership;
- Cost of disposing real property, acquired with CDBG funds, which will be used for new construction of housing;
- Public Improvements including acquisition, construction, reconstruction and/or rehabilitation (including removal of architectural barriers to accessibility) of neighborhood facilities;
- Beautification projects are eligible activities when proposed under a comprehensive neighborhood or community revitalization effort involving the preservation or creation of affordable housing. Beautification projects include, but are not limited to: landscaping, planters, creating or improving parking lots, and façade improvements;
- Rehabilitation and/or acquisition of buildings utilized to house the homeless;
- Grantees may undertake activities as provided for under Section 105(a) (23) of

the CDBG Act.

- Applicants may propose to use a portion of their county allocation award for services which are directly related to supportive housing; and

- An applicant may request up to a maximum of 18 percent of a funding request for general administration. **Costs of preparing grant applications are not allowable.**

CDBG housing funds may be awarded only to non-entitled units of general local government, including counties and municipalities. Recipients may enter into subrecipient agreements or contracts with nonprofit or for-profit third-party administrators, with the approval of MSHDA.

MSHDA has an allocation process for awarding non-entitled counties funding for housing projects. Because this program has historically been funded from CDBG funds, this process is discussed in more detail below.

County Allocation Process. Counties are eligible for funding on a two year grant cycle. The amount of the county's allocation awarded will be primarily based on the county's population. For counties with entitlement communities located in the county, the populations of entitlement communities will be subtracted from the total county population. **Projected maximum allocations amounts are as follows:**

POPULATION	MAXIMUM AMOUNT *
0 - 5,000	$100,000
5,001 - 10,000	$125,000
10,001 - 20,000	$150,000
20,001 - 30,000	$175,000
30,001 - 40,000	$200,000
40,001 - 50,000	$225,000
50,001 - 60,000	$250,000
60,001 - 70,000	$275,000
over 70,000	$300,000

***MSHDA may make exceptions to allocations based on performance of a grantee, significance of project impacts on the community, needs of the community, overall demand for funds, and/or based on the availability of funds. MSHDA may also choose to award a county HOME funds for their allocation, especially where CDBG funds are needed for projects for which CDBG is an eligible and more appropriate funding source.**

Housing Resource Fund. Additionally, some CDBG housing funds are used to support proposals by non-entitled local governments for competitive funding awarded by the Office of Community Development under the Housing Resource Fund. Activities funded by the Housing Resource Fund include homeowner, homebuyer and rental assistance as eligible using HOME or CDBG funding.

Additional Funding Award Competitions. MSHDA may, from time to time, announce new funding opportunities under the above activities.

2. Project Term

Funds for the County Allocation may be awarded as early as January 1, 2009. CDBG funds for the Housing Resource Fund are awarded following publicly announced application windows. Grant terms for 2009 funds will generally be two years.

3. Threshold Requirements

In order to be eligible for funding, communities must meet the following minimum requirements:

a. A Community Development and Housing Needs Assessment. An assessment which identifies community development and housing needs and specifies both short and long term community development strategies must be submitted with the application.

b. Previous Performance. Each applicant previously funded will be evaluated on its previous performance. A grantee that has failed to meet previous grant agreement requirements, including commitment of funds, may be deemed ineligible to apply for an additional award.

Current County grantees are not eligible to apply for 2009 housing funds until at least 75 percent of their current grant funds, exclusive of administrative funds, have been <u>disbursed</u> or some unusual circumstance is involved to warrant a request to apply for additional funds.

Further, communities that have received Michigan County Allocation funds from fiscal year 2002 or earlier cannot apply for 2009 funds until any grants covering those years have been audited and closed.

c. Low and Moderate Income Benefit. Applications for Michigan county allocation funds provide the following low and moderate income benefits in accordance with the HUD Section 8 Income Limits:

- Single family, owner-occupied housing rehabilitation must provide 100 percent low/moderate income benefit. Therefore, 100 percent of the funds must be awarded to household with gross annual incomes 80 percent or less of the area median income, based on household size.

- A rental rehabilitation activity must assure at minimum that 51 percent of units after rehabilitation are occupied by low/moderate income households (if a two unit property, at least one of the units must be affordable).

- In calculating the low/moderate income benefit for a demolition, infrastructure or public improvement project, at least 51 percent of the households served by the project must be low/moderate income.

- Applications with less than the above stated low/moderate income requirements will not be considered for funding.

d. Maximum Investment.

Homeowner rehabilitation assistance will generally not exceed $35,000 per unit, including costs attributable to lead-based paint hazard remediation or abatement. The Office of Community Development may make exceptions to this maximum assistance for cause.

Homebuyer assistance programs include the following minimum guidelines:

- MSHDA Single Family asset limitation applies.
- Not limited to first-time homebuyers.
- Purchase price limit is the lesser of the HUD 203(b) limit or the appraised value.
- Homeownership education is required.
- Communities are expected to obtain leverage funds from other housing programs such as federal weatherization funding, Rural Development, and MSHDA PIP. Communities are also encouraged to provide leveraging dollars and in-kind services locally.

Rental rehabilitation assistance may be provided for city-wide programs or for targeted neighborhoods, including downtowns. The investor must contribute, at minimum, 25 percent of total development costs (i.e., the maximum investment may not generally exceed 75 percent of the project cost).

4. Project Selection

While a variety of housing activities are eligible for funds, the following guidelines must be considered when proposing a homeowner rehabilitation activity. The financing mechanism may be a deferred loan or may be forgiven at up to 10% each year during the 6^{th} through 15^{th} year following the provision of the assistance.

MSHDA requires the placement and recording of a lien on properties receiving CDBG assistance. Exception will be given to emergency repair loans where the cost of the repairs is at or below $2,500. Waivers will be considered for other unique circumstances on a case-by-case basis.

5. Public Services

The use of 15% of local county allocation for public services is restricted to supportive services directly associated with MSHDA or HUD funded supportive housing projects, including case management, enhanced management, and direct supports for persons residing in transitional housing for homeless households and/or in permanent supportive housing for homeless and/or special needs populations.

MSHDA may use CDBG funds, up to 15 percent of its housing funds including any amounts allocated by counties, as stated above, for public services.

6. Award Process

a. County Allocation. Applications for awards will not be scored, but will be reviewed to assure that all threshold requirements are met and that the proposed housing program is acceptable.

The following factors must be addressed adequately in applications for a housing proposal to assure favorable consideration:

- Total number of units to be rehabilitated in relation to community population and identified housing need;

- Estimated average and maximum total cost and average and maximum CDBG assistance per unit and the amount of funds to be leveraged;

- Level of improvement to be achieved in assisted properties. All properties assisted with CDBG funds must be brought up to local code, Section 8 Existing Minimum Housing Quality Standards or UPCS, or its replacement. (NOTE: An exception can be made for an Emergency Repair Activity not to exceed 15 percent of the total grant);

- Administrative and staff capacity to manage program;

- A marketing plan to include "Affirmative Marketing";

- Percent of requested funds to be used for administrative purposes (18 percent maximum);

- The extent to which the proposal will further fair housing activities.

b. Housing Resource Fund. Projects are awarded CDBG funds where CDBG is a more appropriate funding source than HOME. Examples would include single family rehabilitation, homebuyer assistance (with or without rehabilitation), demolition, beautification, rental rehabilitation, including mixed-income projects and activities on non-residential portions of mixed-use buildings where a national objective is met.

Applications are funded based on:

- Prospect for substantial community impact;

- Compliance with federal regulations and MSHDA policy;

- Cost-effectiveness;

- Applicant capacity and track record.

Applications for the Housing Resource Fund are scored by a review team and ranked. Applications are funded, in whole or in part, based on the amount of the request, the capacity of the applicant, an assessment of market need/demand, and available resources.

7. Monitoring

MSHDA will monitor the implementation of these plans to determine that good faith efforts have been made to carry out the procedures and requirements specified in the plans, to determine if the objectives have been met, evaluate compliance and to take corrective action as necessary.

8. Lead-Based Paint Hazards

In the County Allocation Program, properties rehabilitated must meet local code, HUD's Section 8 Existing Minimum Housing Quality Standards (HQS) or UPCS, or its replacement. As lead-based paint requirements are incorporated into HUD's standards, on a statewide level we are continuously addressing lead-based paint issues on housing rehabilitation projects. Note: An exception can be made for CDBG funded county allocations, as communities may request up to 15 percent of their homeowner rehabilitation funds be utilized for Emergency Repair Activities.

B. COMMUNITY DEVELOPMENT BLOCK GRANT FOR ECONOMIC AND COMMUNITY DEVELOPMENT: ONE-YEAR ACTION PLAN

GENERAL

The Michigan CDBG Program for economic and community development includes funding of grants for economic development, downtown development, planning, blight elimination, infrastructure capacity enhancement, and innovative and unique economic and community development projects.

NATIONAL OBJECTIVES

In order to qualify for CDBG funding consideration, all economic and community development projects must meet a federally required national objective, which includes providing direct benefit to low and moderate-income people or elimination of slum and blight. Area benefit projects must provide benefit to the entirety of the unit of general local government, census block groups, or survey approved neighborhood populations. Economic and downtown development job creation projects must result in job creation or retention where at least 51 percent of the jobs are made available to, or held by, low and moderate-income people. Planning projects must be considered as leading to development projects which will result in future job creation where at least 51 percent of the jobs are made available to, or held by, low and moderate-income people. Blight elimination projects must be designed to eliminate specific conditions of blight or physical decay.

Very low, low, and moderate-income limits are defined each year by the U.S. Department of Housing and Urban Development (HUD), and identify household income levels by household size. Typically the moderate-income level is 80 percent of the county median family income and is based on the income level of the household and not the individual filling the job. For job creation projects, the very low, low, and moderate-income requirement is applied at the time of hire. For job retention and community development projects, the eligibility requirement is applied at the time of application for CDBG funds.

Jobs are defined as full time and full-time equivalent permanent positions, which do not include construction jobs, temporary jobs, or layoff recalls. Only those jobs, which are created, or retained, during the grant project period, will be considered in meeting the national objective and screening guidelines. The State will make a final determination of the actual number of jobs created, or retained, and the actual number of jobs available to, or held by very low, low, or moderate-income people at the time the project is officially closed out by the State and will be based on documentation provided by the local government grant recipient.

All grantees will be required to comply with all current and newly adopted reporting requirements, including all items necessary to meet IDIS project compliance and performance measurement data collection parameters.

FUNDING CYCLE, PROPOSAL REVIEW, AND PROJECT LIMITATIONS

Proposals are considered on a continuous basis and applications for economic development, downtown development, planning, and blight elimination projects will be accepted following approval of the Notice of Intent (NOI). The NOI is a three-page form providing basic information on the proposed project, project activities, and a summary of the project budget including grant funds being requested and other funds supporting the proposed project. Grants will be awarded as funding availability allows.

Applications for competitive allocations will be preceded with announcements to potential applicants, which will identify specific selection criteria. The competition will be publicly announced and advertised. Approved projects will include only those activities identified in the Annual Action Plan and as funding availability allows.

If it is determined that the proposed project has adequately met the screening and selection criteria, the local government will be authorized to prepare a full application.

Usually, a community may receive only one grant per program per year.

SCREENING GUIDELINES AND SELECTION CRITERIA

In considering project funding, a system based on screening guidelines and selection criteria is used to evaluate and invite notices of intent and approve applications. The screening guidelines are considered to be thresholds that must be met or exceeded for a particular project to receive funding. If these thresholds are met by a proposed project, a positive funding decision may be made depending on the availability of funds, quality of jobs, and compliance with all other program requirements. The selection criteria are used to weigh the viable aspects of projects when a competitive award is to be determined.

MAXIMUM PROJECT PERIOD

Projects must usually be completed within twenty-four (24) months from the date the grant is awarded. Funds not disbursed within the specified time limit may be recaptured by the appropriate State administering agency for reallocation to eligible CDBG projects.

The Michigan Strategic Fund may make exceptions to grant amount limits and project periods based on the significance of the project's impact on the community and the economy, the number of jobs created, the needs of the community, and/or the level of benefits to low and moderate-income people. Exceptions will be considered as part of the funding decision.

Communities identified as Low and Moderate Income Communities by the U.S. Department of Housing and Urban Development (HUD) or through local survey efforts as approved by the Michigan Strategic Fund may choose to request consideration for the elimination of a singular screening guideline requirement in their efforts to qualify a project. The elimination of the cost per job criteria is not eligible for this special consideration.

1. ECONOMIC DEVELOPMENT

The State of Michigan, the Michigan Strategic Fund, and the Michigan Economic Development Corporation (MEDC) envision a transformed Michigan economy; a State where 21st Century businesses will provide desirable jobs in emerging sectors of commerce; where Michigan's tradition of manufacturing and automotive engineering generate new opportunities to participate in the global economy; where educational standards of excellence support a sophisticated workforce; and where travel and tourism thrive. Priority will be given to projects that focus on the emerging sector-initial target clusters which include: alternative energy & fuels, life sciences, advanced manufacturing/transportation, and defense/homeland securities industries.

A. INFRASTRUCTURE

Communities may request grants to provide public infrastructure improvements necessary for the location, expansion, and/or retention of a specific for-profit business firm(s) which is engaged in an economic base activity (e.g. - manufacturing, point-of-destination tourism, headquarter operations, major multi-state distribution facility). Examples of eligible public infrastructure projects include the following items: public water or sanitary sewer lines and related facilities, streets, roads, bridges, sidewalks, parking facilities, pedestrian malls, alleys, drainage systems, waterways, publicly owned utilities and systems, and projects designed to reduce, eliminate or prevent the spread of identified soil or groundwater contamination.

Screening Guidelines. Economic development infrastructure projects will be expected to meet each of the following guidelines:

Category A:

- Cost Per Job- Proposed projects are expected to create and/or retain the largest number of jobs with the least amount of CDBG investment. Funding priority will be given to projects where the amount of CDBG funds per job created and/or retained is $10,000 or less.

- Minimum Leverage Ratio - Proposed projects are expected to leverage private and other public funds. Funding priority will be given to projects when the leverage ratio of all other private and public funds to CDBG funds is 2:1 or greater.

- Job Creation - Priority will be given to projects creating ten or more permanent full-time jobs that pay an average hourly rate of at least $9.00 or 75% of the average hourly wage rate of the applicable county.

- Minimum Local Participation - Proposed public infrastructure projects are expected to have local government funding for public infrastructure activities. Funding priority will be given to projects where local funding for public infrastructure is ten percent or more of the total public infrastructure costs.

- Financial Viability – The business must be financially viable and able to document that it has sufficient management abilities and skills to successfully operate the business.

- Economic Impact - Proposed projects are evaluated on their economic impact including the diversification of the economic base of the local and

State economies. This includes the significance of added value the project carries, including financial value added through sales, use of existing local and state suppliers and secondary jobs created.

Category B:

- Cost Per Job- Proposed projects are expected to create and/or retain the largest number of jobs with the least amount of CDBG investment. Funding priority will be given to projects where the amount of CDBG funds per job created and/or retained is $20,000 or less.

- Minimum Leverage Ratio - Proposed projects are expected to leverage private and other public funds. Funding priority will be given to projects when the leverage ratio of all other private and public funds to CDBG funds is 3:1 or greater.

- Job Creation - Priority will be given to projects creating twenty five or more permanent full-time jobs that pay an average hourly rate of at least $11.00 or 85% of the average hourly wage rate of the applicable county.

- Minimum Local Participation - Proposed public infrastructure projects are expected to have local government funding for public infrastructure activities. Funding priority will be given to projects where local funding for public infrastructure is ten percent or more of the total public infrastructure costs.

- Financial Viability – The business must be financially viable and able to document that it has sufficient management abilities and skills to successfully operate the business.

- Economic Impact - Proposed projects are evaluated on their economic impact including the diversification of the economic base of the local and State economies. This includes the significance of added value the project carries, including financial value added through sales, use of existing local and state suppliers and secondary jobs created.

Category C:

- Cost Per Job- Proposed projects are expected to create and/or retain the largest number of jobs with the least amount of CDBG investment. Funding priority will be given to projects where the amount of CDBG funds per job created and/or retained is $35,000 or less.

- Minimum Leverage Ratio - Proposed projects are expected to leverage private and other public funds. Funding priority will be given to projects when the leverage ratio of all other private and public funds to CDBG funds is 5:1 or greater.

- Job Creation - Priority will be given to projects creating fifty or more permanent full-time jobs that pay an average hourly rate of at least $14.00 or 95% of the average hourly wage rate of the applicable county.

- Minimum Local Participation - Proposed public infrastructure projects are expected to have local government funding for public infrastructure activities. Funding priority will be given to projects where local funding for public infrastructure is ten percent or more of the total public infrastructure costs.

- Financial Viability – The business must be financially viable and able to document that it has sufficient management abilities and skills to successfully operate the business.

- Economic Impact - Proposed projects are evaluated on their economic impact including the diversification of the economic base of the local and State economies. This includes the significance of added value the project carries, including financial value added through sales, use of existing local and state suppliers and secondary jobs created.

B. DIRECT ASSISTANCE TO BUSINESS

Also eligible under this activity would be assistance to private, for-profit entities as identified in Section 105(a)(17) of Title I of the Housing and Community Development Act of 1974, as amended. There are four subcategories of projects eligible for direct assistance to private and for-profit businesses: machinery and equipment, job training, rail enhancement, and utility and pipeline projects.

Selection guidelines, project periods, and grant amounts will be determined and tailored for each specific project proposal. All funding considerations will be made in compliance with federal CDBG regulations and requirements.

2. DOWNTOWN DEVELOPMENT

The Michigan CDBG Program for downtown development includes special funding initiatives in traditional downtowns for Downtown Infrastructure, Facade Improvement, Signature Building, and Land Assembly. Priority will be given to projects located within a traditional downtown. A traditional downtown is defined as a grouping of 20+ commercial parcels of property that include multi-story buildings of historical or architectural significance. The area must have been zoned, planned or used for commercial development for 50+ years. The area must consist of, primarily, zero-lot-line development; have pedestrian friendly infrastructure, and an appropriate mix of business and services. The area should be represented by a specific, downtown business organization (i.e. Downtown Development Authority, Business Improvement District, Principal Shopping District, and/or Corridor Improvement District).

A. <u>INFRASTRUCTURE</u>

The Downtown Infrastructure program enables a community to improve the downtown's infrastructure quality and reduce redevelopment costs to make a project feasible. This program is restricted to providing public downtown infrastructure improvements that are tied to new commercial/mixed-use development activities which require the additional infrastructure to create new economic opportunities and job creation activity within a downtown area.

Communities may request grants to provide public infrastructure improvements that directly support private redevelopment projects in traditional downtowns. Public infrastructure includes items such as: parking facilities, streetscape, public water or sanitary sewer lines and related facilities, streets, roads, bridges, and public utilities. Priority will be given to projects leveraging the greatest amount of job creation and private investment as well as projects that increase density and emphasize vertical development.

Screening Guidelines. Downtown infrastructure projects will be expected to meet each of the following criteria:

- <u>Cost Per Job</u> – Proposed projects are expected to create the largest number of jobs with the least amount of CDBG investment. Funding priority will be given to projects where the amount of CDBG funds per job created is $20,000 or less.

- <u>Minimum Leverage Ratio</u> – Proposed projects are expected to leverage private and other public funds. Funding priority will be given to projects when the leverage ratio of all other private and public funds to CDBG funds is 2:1 or greater.

- <u>Job Creation</u> – Funding priority will be given to projects creating five or more permanent full-time equivalent jobs.

- <u>Minimum Local Participation</u> – Proposed projects are expected to have local government funding participation. A minimum of ten percent local government cash match is required. Funding priority will be given to projects with the highest percentage of local matching funds.

- <u>Financial Viability</u> – The business must be financially viable and able to document that it has sufficient management abilities and skills to operate the business.

Maximum Grant Amount. The maximum individual grant award will not exceed $650,000.

B. <u>FACADE IMPROVEMENTS</u>

Grants are available for communities that seek to target areas of traditional downtowns for facade improvements which will have a significant impact on the downtown/community. The Downtown Façade Program is structured to provide commercial/mixed-use building façade improvements to sustain and minimize deterioration of the downtown area. This program is based on the premise that the exterior improvements will stimulate additional private investment in the buildings and the surrounding area, attract and increase additional customers, thereby resulting in additional downtown economic opportunities.

Priority will be given to communities that: currently have an existing façade program; identify projects that will create more than 5 new full-time equivalent jobs; can demonstrate prior use of downtown development incentives; have local organizational capacity to successfully complete this project; have a full time downtown development professional to administer the project; have adopted a downtown development plan; demonstrate that the project is located in a strategically valuable location of the traditional downtown.

Screening Guidelines. Downtown Façade projects will be measured as to their ability to meet each of the following:

- National Policy Objective – Proposed projects are expected to meet the national objective of either benefiting a population of individuals of whom at least 51% reside in low to moderate income households or projects that will result in the creation of full-time equivalent (FTE) jobs of which at least 51% of the created jobs will be held by low to moderate income persons. Preference will be given to projects with job creation commitments.

- Project Type – Specific parcels of commercial/mixed-use property must be identified. Projects will be located in a traditional downtown, must be located in a DDA or other like-district and all projects must meet the Secretary of Interior's Standards for Rehabilitation.

- Matching Funds – Funding priorities will be given to communities with the highest percentage of local matching funds (committed funds only), but all communities must contribute a minimum of 50% of the total project costs.

- Project Selection – Priority will be given to communities that currently have an existing façade program and demonstrate that the project is located in a strategically valuable location of the traditional downtown.

- Project Provisions – All project beneficiaries must agree to abide by a five year restricted resale and reuse provision policy that is formally identified with the grant documents.

Maximum Grant Amount. The maximum individual grant award will not exceed $200,000 and must be for a minimum amount of $30,000.

C. SIGNATURE BUILDING

Grants are available for communities seeking acquisition of vacant, partially vacant or substantially underused buildings located in traditional downtowns for rehabilitation into a commercial/mixed use building that will result in job creation. CDBG funding can only be utilized for property acquisition activities and the community must demonstrate the financial capacity to rehabilitate the building in order to qualify.

The Downtown Signature Building Program enables a community to secure a building that is a focal point within the downtown for commercial rehabilitation purposes that will result in job creation, and once redeveloped, would become an asset and make a significant contribution to the overall downtown area.

The CDBG funding allows the community to acquire property that a developer would not typically purchase and redevelop due to the substantial amount of money required, that its current owners are experiencing challenges with developing and/or maintaining, and is currently being underused. Therefore, this program gives the community availability/accessibility to funding to stimulate economic opportunity within a downtown.

Priority will be given to communities that: show that the project is a signature, troubled building in the downtown; location is in a historic district or is historically registered; has been vacant, partially vacant or underused for three years or more; has sufficient parking for a rehabilitated building; a structural analysis has been completed for the building; local organizational capacity exists to successfully complete this project including the adoption of a downtown plan; have a full time downtown development professional; demonstrate prior commitment to using downtown economic incentives; and demonstrate that the project is located in a strategically valuable location of the traditional downtown.

Screening Guidelines. Downtown Signature Building projects will be measured as to their ability to meet each of the following:

- National Policy Objective – Proposed projects are expected to meet the national objective of creating jobs and 51% of the created jobs will be held by low and moderate income persons.

- Project Type – Specific parcels of property must be identified. Projects will be located in a traditional downtown, must be located in a DDA or other like-district, and the project must be accompanied by two appraisals along with the current SEV, documentation that all taxes are current, as well as verification that non-mortgage liens have not been placed on the property.

- Matching Funds – Funding priorities will be given to communities with the higher percentage of local matching funds (committed funds only), but all communities must contribute a minimum of 25% of the total property acquisition costs.

- Project Selection – Community demonstration that timely project commencement and justification that the overall project timeline fits program parameters will earn the applicant greater consideration for the funding of the project.

- Project Provisions – All project beneficiaries must agree to abide by a five year restricted resale and reuse provision policy that is formally identified with the grant documents.

Maximum Grant Amount. The maximum individual grant award will not exceed $400,000.

D. LAND ASSEMBLY

Grants are available for communities seeking acquisition and demolition of blighted property located in traditional downtowns.

The downtown Land Assembly Program enables a community to secure and demolish a blighted parcel in order to improve the aesthetic and physical conditions of the parcel and to minimize downtown deterioration. This program also is designed to allow the community, once program requirements are met, to make the parcels available for uses that would better serve the residents and help sustain the downtown as a hub providing goods and services to the community, thereby creating a more suitable living environment.

Priority will be given to communities that: have local organizational capacity to successfully complete this project; have a full-time downtown development professional; have an adopted downtown development plan in place; coordinate with other downtown economic incentives including brownfield tools; and demonstrate that the project is located in a strategically valuable location of the traditional downtown.

Screening Guidelines. Downtown Land Assembly projects will be measured as to their ability to meet each of the following:

- National Policy Objective – Proposed projects are expected to meet the National Objective of eliminating slum and blight.

- Project Type – Projects will be located in a traditional downtown or a gateway into a downtown, must be located in a DDA or other like-district, the project must be accompanied by two appraisals along with the current SEV and the project must meet blight standards of the Blighted Area Rehabilitation Act of 1945.

- Matching Funds – Funding priorities will be given to communities with the higher percentage of local matching funds (committed funds only), but all communities must contribute a minimum of 25% of the total property acquisition and demolition costs.

- Project Provisions – The community must agree to abide by a six month no predetermined use provision as well as a five year restricted resale and reuse provision policy that is formally identified with the grant documents.

Maximum Grant Amount. The maximum individual grant award will not exceed $200,000.

3. PLANNING

Economic and downtown development planning grants are available to help communities accomplish project specific public planning and design work which is likely to lead to an eligible economic development implementation project. Selection factors will include: an evaluation of near term (two to four years) job creation where at least 51 percent of the jobs are held by, or made available to low and moderate-income people, the number and quality of jobs, and the overall likely impact on the community.

A. ECONOMIC DEVELOPMENT PLANNING

Screening Guidelines. Economic development planning grant proposals will be evaluated on the following guidelines:

- Anticipated Project Outcome - The extent to which it appears that the planning grant will lead to an eligible implementation project.
- Potential Job Creation – The likelihood for near term job creation where at least 51 percent of the jobs are held by low and moderate income persons.
- Community Impact – Anticipated impact on low/moderate income communities.
- Local Participation – A cash match/contribution equal to the awarded CDBG funds is required.

Maximum Grant Amount. The maximum grant amount shall not exceed $50,000.

B. DOWNTOWN PLANNING

The Downtown Planning Program enables a community to identify and determine what activities the community could do to increase the viability/accessibility of economic opportunities to revitalize and stimulate job creation within the downtown area.

CDBG Planning funding cannot be utilized to create, update, or provide information solely for a community to meet legislatively mandated DDA/TIF requirements.

Screening Guidelines. Downtown development planning grant proposals will be evaluated on the following guidelines:

- Anticipated Project Outcome - The extent to which it appears that the planning grant will lead to an eligible implementation project.
- Potential Job Creation – The likelihood for near term job creation where at least 51 percent of the jobs are held by low and moderate income persons.

- Community Impact – Anticipated impact on low/moderate income communities.

- Project Cost – The maximum grant amount shall not exceed $30,000.

- Local Participation – A cash match/contribution equal to the awarded CDBG funds is required.

Maximum Grant Amount. The maximum grant amount shall not exceed $30,000.

4. BLIGHT ELIMINATION

Communities may request grants to assist in the elimination of spot blight that is not located in a designated slum or blighted area and is located in non-downtown community areas. Eligible uses of funds include: property acquisition, clearance/demolition, historic preservation, and building rehabilitation (only to the extent necessary to eliminate specific conditions detrimental to public health and safety).

Screening Guidelines. Elimination of Blight grants will be expected to meet the following criteria.

- Project Viability - The community must be able to demonstrate that their proposed project is clearly eliminating objectively determinable signs of blight and is strictly limited to eliminating specific instances of blight (spot blight).

- National Objective - Proposed projects must meet the national objective of elimination or prevention of slums and blight on a spot basis.

- Project Type - Funding priority will be given to the demolition of vacant, deteriorated and abandoned buildings which are considered to be detrimental to public health and safety.

- Matching Funds - Proposed projects are expected to have local government and/or other funds designated for the project. Funding priority will be given to projects where all other funding is twenty-five percent or more of the total project costs.

- Eligibility – The property must meet the definition of blighted as defined in the Brownfield Redevelopment Financing Act 381 of 1996, MCL 125.2652 (e)(i-iv) and (vii).

  - **Maximum Grant Amount.** The maximum grant amount shall not exceed $1,000,000.

5. INFRASTRUCTURE CAPACITY ENHANCEMENT

Grants are available for public works projects that upgrade existing public infrastructure systems either by replacing deteriorating or obsolete systems or by adding capacity to existing systems. In addition, funds under this program can be utilized for public facilities which will have a significant economic development impact throughout the community. Announcement of this activity will be made to eligible communities in the fall of the program year. Uncommitted CDBG funds as of November for this year will be made available for Infrastructure Capacity Enhancement (ICE) awards for projects to be implemented in 2010 and 2011. Ranking of projects will be based on the Notice of Intent received and awards will be based on the availability of funds.

Screening Guidelines. Infrastructure Capacity Enhancement projects will be measured as to their ability to meet each of the following:

- National Policy Objective – Proposed projects are expected to meet the National Objective of providing benefit to a population of individuals of whom at least 51 percent reside in low to moderate-income households. Preference will be given to projects that benefit the entirety of the applicant community.

- Project Type – While community and recreational facilities are eligible as are new infrastructure projects, public infrastructure projects that address necessary improvements to existing public infrastructure services in need of upgrade will be given priority.

- Matching Funds – Funding priority will be given to communities with the higher percentage of local matching funds (committed funds only) and all other matching funds from other sources (committed funds only) for the applicant's proposed project.

- Project Schedule – The immediacy of project commencement will earn the applicant greater consideration for the funding of the project. Current calendar year commencement and completion earns the highest possible project consideration.

Selection Criteria. The following criteria may be used in measuring the competitive strength of each applicants proposed project under the Infrastructure Capacity Enhancement category.

- Project Schedule
- National Policy Objective
- Project Type
- Local Match (committed funds only)
- Combined Matching Funds (all matching funds including local-committed funds only)
- Cost Per Resident/Beneficiary
- Identified Funding Priorities

Maximum Grant Amount. The maximum individual grant award will not exceed $1,000,000. Priority will be given to projects with engineering completed and ready to begin construction. Applications will be accepted and grants awarded as funding availability allows.

6. INNOVATIVE AND UNIQUE ECONOMIC AND COMMUNITY DEVELOPMENT GRANTS

Innovative and creative grant and award requests will be considered based on special and/or unique needs or situations requiring innovative program approaches not specifically provided for in regular economic development, downtown development, planning, blight elimination, and infrastructure capacity enhancement grants. This may include, but is not limited to, Brownfield site redevelopment, targeted industry development, job training, general public infrastructure, building and building rehabilitation activities, CDBG Section 108 loan guarantees, projects funded through the pooling of revolving loan funds (RLFs), activities and services listed in the above categories which do not meet identified screening or selection criteria and/or projects associated with other State or Federally funded Initiatives.

Selection guidelines, project periods, and grant amounts will be determined and tailored for each specific project proposal. All funding considerations will be made in compliance with federal CDBG regulations and requirements.

C. EMERGENCY SHELTER GRANTS: ONE-YEAR ACTION PLAN

1. Introduction

The State of Michigan's Emergency Shelter Grant (ESG) Program will be administered by the Michigan State Housing Development Authority (MSHDA), through its Office of Rental Development and Homeless Initiatives. It is anticipated that HUD will award a "balance of state" allocation of approximately $2,800,000 in Emergency Shelter Grant (ESG) funds to the State of Michigan for FY 2009 (based on prior year federal authorization level). MSHDA will provide an additional $5,000,000 in matching funding for statewide ESG programs. A portion of these MSHDA-generated matching funds may be used for activities associated with response to homelessness that fall outside HUD-defined eligibility restrictions for ESG programming (e.g., Continuum of Care coordination and Housing First activities).

MSHDA has adopted the basic principles of HUD's Continuum of Care strategy for use in its ESG funding distribution. The primary program design for FY 2009 allocates a targeted sum of grant funds to local communities that have developed and submitted an approved Continuum of Care plan. There are 60 active Continuum of Care planning bodies in Michigan, representing all 83 of our Counties. These Continuum of Care planning groups are comprised of homeless service providers and related stakeholders in each community. They meet regularly to assess the community's homeless and housing needs, inventory existing resources available to serve them, identify gaps in housing and service delivery, prioritize local needs, and develop comprehensive strategic plans for homeless response. MSHDA assigns a "target funding allocation" to each Continuum area for planning purposes, and each Continuum then submits an "ESG Funding Strategy" which recommends specific funding amounts for eligible projects and activities in its area --- within the limits of the assigned allocation amount.

These Continuum of Care plans – and associated ESG Funding Strategies – are evaluated against threshold criteria to ensure their feasibility, consistency with program rules and principles of practice, and effectiveness. Each grantee agency must, in turn, submit its own Project Application for MSHDA review. MSHDA staff review all projects recommended by the Continuum body for eligibility of activities and cost. They also screen project grantees for eligibility and capacity.

MSHDA works closely with local communities to support the continuing evolution of Continuum of Care planning. Each year, MSHDA conducts a series of regional and specialized trainings throughout the state addressing ESG programming and Continuum of Care coordination. MSHDA also provides technical assistance as necessary to help local planning bodies to develop their Continuum processes and strategies. A state-level homeless programs advisory council – the Michigan Homeless Assistance Advisory Board (MHAAB) acts as a clearinghouse for related ideas and feedback.

A notice of funding availability for the Emergency Shelter Grants (ESG) program will be published and distributed statewide in the fall of 2008. Application information will be posted on MSHDA's public website and disseminated widely.

2. Eligible Projects and Sponsors

Emergency Shelter Grant funds (both federal and MSHDA matching funds) may be used for projects associated with providing shelter, transitional housing, prevention, and/or essential services to homeless individuals and families with children. Eligible Emergency Shelter Grant projects using federal funds include but are not limited to:

- The start-up of transitional housing programs by experienced service providers
- Expansion of transitional housing, homeless prevention, or essential services programs
- Ongoing funding for shelter operations, transitional housing, homeless prevention, or essential services programs
- Funding for Homeless Management Information System (HMIS) implementation projects

Project sponsors must be established private non-profit 501(c)(3) agencies or public non-profit entities, must have had at least one year of successful experience in administering homeless programs, and must be actively involved in a local Continuum of Care planning body. No projects will be considered from areas that do not have an approved Continuum of Care plan in place. All grantees will be required to report on client activity through use of the Michigan Statewide Homeless Management Information System.

3. Proposed Use of Funds

The use of funds for recipients of federal ESG dollars will be limited to Operating, Essential Services, and Homeless Prevention as described below. Grantees will be allowed a limited amount of funding for staffing as a part of operating/administrative costs, if necessary, not to exceed 10 percent of the project's total award. MSHDA's FY 2009 ESG program will include the following categories of allowable use:

a. **Operating**: Grant funds will provide for maintenance and operating expenses of a shelter, transitional housing, or associated service facility, including but not limited to: insurance, food, utilities, maintenance, and repair expenses; necessary furnishings; salaries for security staff; and staff costs of operations (up to 10 percent of the total grant).

b. **Essential Services:** Grant funds may be used for essential/supportive services costs including but not limited to: case management, child care, employment and training, health care screening and referral, substance abuse prevention and treatment, counseling, and educational guidance. These funds will be used for salaries and benefits for counselors, case managers, other essential services staff; client transportation expenses; and other direct costs of essential services provision. MSHDA herein requests continued approval of a waiver established in 2003-2004 allowing allocation of more than 30 percent of its federal ESG funds to essential services. This request is based on two primary elements of rationale: 1) when taken as a percentage of combined federal and MSHDA matching funding for ESG, our essential services commitments are actually less than the 30% ceiling (generally around 20%) and 2) all ESG sub-grantees receiving essential services funding are required to submit organizational budgets that demonstrate the availability of full operational funding for their programming as a condition of eligibility for funding. MSHDA requests continued approval of this waiver for the five-year period covered by the 2005 Michigan Consolidated Plan.

c. **Homeless Prevention:** Homeless prevention funds will be used to provide direct financial assistance to pay utility shut-off balances and arrearage, prevent rental evictions or mortgage foreclosures, and assist with first month's rent and security deposits, all essential elements of implementing Housing First. MSHDA will allocate no more than 30 percent of its combined federal and matching ESG funds to homeless prevention services unless a waiver is obtained. To qualify for financial assistance under this homeless prevention category, households must meet the following criteria:

1) The inability of the household to make the required payments must be due to a sudden reduction in income; and

2) The assistance must be necessary to avoid eviction or termination of services; and

3) There must be a reasonable prospect that the household will be able to resume payments within a reasonable period of time; and

4) The assistance must not supplant funding for pre-existing homeless prevention activities from any other source.

MSHDA will elect not to absorb the federal administrative funds for which it is eligible, in order to be able to increase funding available for community programs and services. Moreover, MSHDA will dedicate a portion of its internally dedicated ESG project funds for uses that include:

a) Costs of coordinating local Continuum of Care activities – including fiduciary & administrative functions,

b) Costs of local implementation of the Michigan Statewide Homeless Management Information System (MSHMIS),

c) Piloting innovative rural homeless and prevention projects (including Housing First initiatives) on a competitive basis,

d) Supporting the implementation of local Ten-Year Plans to End Homelessness, and

e) Other homeless activities and initiatives as may be identified by MSHDA's Office of Rental Development and Special Housing Initiatives.

Financial assistance for costs for critical needs for facilities repair, and for homeless facilities rehabilitation will be available (based on demonstrated agency need and capacity) through MSHDA's Office of Rental Development and Homeless Initiatives. As such, no federal ESG funding will be directed to these costs.

4. Evaluation of ESG Projects

Local communities will submit their Continuum of Care plans and specific funding recommendations for individual projects (within limits of targeted allocations) to MSHDA in accord with a widely distributed Notice of Funding Availability (NOFA). Representatives from MSHDA's Office of Rental Development and Special Housing Initiatives will review, critique, and approve submitted community plans and funding recommendations, as well as determine project eligibility.

5. Certification of Local Approval

A Certification of Local Approval, signed by the highest elected official for the local unit of government where each project is administered, is required from each program applicant. Documentation of these certifications is maintained in grantee files at MSHDA.

6. Grantee Reporting

A Homeless Programs Progress Report, currently due quarterly, asks grantees to report on service activities, client demographics, performance outcomes, and service needs in their area. Volunteer hours donated by individuals in the community and in-kind contributions leveraged by the grantees are also reported. MSHDA will compile this data into a statewide report to be used to assist in needs assessment, determination of funding priorities, coordination of services with other state agencies, and enhancement of services for homeless populations.

MSHDA's statewide Michigan Statewide Homeless Management Information System (MSHMIS) has been implemented statewide. This Web based reporting mechanism tracks and unduplicated client-level data at the agency, community, and state levels. While MSHMIS initially has focused on emergency shelter, transitional housing, and permanent supportive housing consumers, this system will ultimately endeavor to capture descriptive data on homeless persons and families served by all of our provider systems. All 60 of Michigan's Continuum of Care areas are participating in the statewide system.

7. Lead-Based Paint Hazards

The Michigan State Housing Development Authority (MSHDA), as the agent for the State of Michigan will assure full compliance with all lead-based paint rules and regulations, as they are applicable to the Emergency Shelter Grant Program. All ESG program grantees are provided regular training and support in lead-based paint compliance.

8. Matching Funds

The Michigan State Housing Development Authority Board has committed $5 million in MSHDA funds as match for the FY 2009 ESG Program.

D. HOME INVESTMENT PARTNERSHIP: ONE-YEAR ACTION PLAN

1. Introduction

At the time of publication of this plan, the State of Michigan's FY09 allocation of HOME funds was not yet determined, but the range of activities planned for the FY09 allocation of HOME funds is similar to those undertaken with FY08 funds. The State of Michigan received an allocation of $21,131,723 in FY08 for the HOME Investment Partnership Program and projects a similar level of funding for FY09. The Michigan State Housing Development Authority (MSHDA) will continue to be the administrative agency for the state's allocation of HOME funds.

HOME funds in Michigan are used for projects to expand the supply and availability of safe, decent, accessible, and affordable housing for moderate, low and extremely low-income households through a statewide network of public/private partnerships. Activities eligible for funding include, but are not limited to:

- Rehabilitation for homeowner, homebuyer or rental;
- Acquisition including downpayment assistance;
- New construction of rental or homebuyer;
- Tenant based rental assistance;
- Demolition in conjunction with rehabilitation or new construction;
- Homeless assistance (restricted to housing development activities for transitional or permanent housing);
- Reconstruction housing; and
- An applicant may request funding for general administration.

Michigan will continue to allocate its HOME funds in a manner consistent with this Consolidated Plan. The state's allocation for HOME funds is based primarily on the demographics of non-HOME entitled areas of the state.

Eligible applicants include:

- All non-HOME entitled local units of government

NOTE: Projects in non–HOME entitled Local units of government may receive higher priority if one or more of the following conditions are met:

1. The unit of government is a local county seat;
2. The unit of government is designated by the Michigan Economic Development Corporation (MEDC) as a Core Community, Main Street, or Michigan Blueprint community; or
3. The unit of government is requesting funds for a project located within the boundaries of a Cool Cities Designated Neighborhood.

- Local HOME Participating Jurisdictions (PJs).

- Non-profit organizations with a 501 (c) designation, including Community Housing Development Organizations (CHDOs).

- Non-profit and for-profit developers of rental housing

NOTE: Whenever MSHDA commits HOME funds within a local participating jurisdiction; MSHDA will coordinate its activities with those of the local participating jurisdiction and will generally require local matching funds.

- Federally Recognized Indian Tribes where MSHDA has coordinated its activities with those of the local tribe; MSHDA may require local matching funds.

2. Proposed Use of HOME Funds

MSHDA is reserving no more than five (5%) percent for CHDO operating expenses and no more than ten (10%) percent for administrative expenses. Of the funding available for projects, MSHDA will assure that at least fifteen (15%) percent of its cumulative allocations are invested in projects owned, developed or sponsored by CHDOs. MSHDA plans to invest its project funds in eligible activities, in accordance with this Consolidated Plan. In implementing these programs and other affordable housing activities, MSHDA will provide at least twenty-five (25%) percent in non-federal match.

3. Rental Housing Programs

a. Supportive Housing Program. The Division of Rental Development and Homeless Initiatives is actively engaged in providing technical assistance and support to Michigan for-profit and non-profit organizations to create supportive housing units targeted to individuals and families who are homeless and/or have special needs. In 2009 HOME funds will be available to help implement supportive housing programs to serve: homeless youth, homeless families with children, survivors of domestic violence, individuals who are considered to be chronically homeless, homeless veterans, and those with special needs.

The state's HOME funds may be used for eligible project activities in conjunction with funds provided locally through each community's Continuum of Care or supportive housing planning process. Local funds will come from public and private sources. Use of Low-Income Housing Tax Credits and local property tax relief are also encouraged. The amount of state HOME funds invested will be determined as part of an underwriting and review process for each development. Supportive housing is targeted to those individuals and families, who are at or below 30% of AMI, are homeless and/or have a special need condition.

Eligible HOME projects include:

1. Supportive housing developments of 12-100+ units, where all units in the development are targeted to individuals and families who are homeless or have a special need. In these developments all tenants have access to a fairly intensive array of supportive services.

2. Small-scale supportive housing developments of 1-11 units, which typically are targeted 100% to individuals and families with special needs. Tenants should be assured access to available supportive services with assistance provided in their residence as desired.

3. Supportive housing integrated into multi-family projects with typically no more than 10% of the developments total units committed to people who are homeless and/or have special needs. In this model, HOME funds are generally used to assure that the supportive housing units are targeted to those whose income is at or below 30% AMI. The partnership between the developer, service agency, and property manager is documented through a Memorandum of Understanding, outlining the roles and responsibilities of all parties.

All services are voluntary and at no time can acceptance of services be made a requirement of tenancy.

b. Preservation. MSHDA will make HOME funds available for the preservation of MSHDA financed multi-family housing developments and may make HOME funds available for preservation of non-MSHDA financed multi-family housing developments. Recipients must extend the low-income character of the development. Transactions may involve a transfer of ownership. The maximum HOME assistance will vary depending on the age, type and size of the development and an underwriting evaluation. HOME assistance will be limited to the amount of assistance needed to fill the funding gap, as determined by MSHDA. Rent and occupancy restrictions will apply for, at a minimum, the HOME affordability period.

c. Leveraging Federal Funding and Deep Subsidy Assistance. MSHDA may make funds available to leverage the construction of new developments and the award of project-based Rental Assistance under the U.S. Department of Agriculture-Rural Development Section 515 Program and/or the U.S. Department of Housing and Urban Development Section 202/811 Programs.

d. Tenant Based Rental Assistance Initiatives. HOME funds will be committed to support Tenant Based Rental Assistance (TBRA) targeted to homeless and special need populations, such as: homeless youth, homeless families with children, survivors of domestic violence and those who are considered chronically homeless. The Division of Rental Development and Homeless Initiatives has created a regional structure for the disbursement of technical assistance and funding. The plan is to continue to assure that TBRA is available to provide leasing assistance to homeless and special need populations in every region of the State.

Based on the 2007 Continuum of Cares: Gaps Analysis (see Table 1A), the state has an unmet need of 998 transitional housing units for homeless families and individuals As stated under Goal 4 of our Five-Year Strategy, both the state's Strategy Development and Investment Plan emphasizes the need for transitional, supportive housing that is responsive to local needs. As such, we anticipate continued funding of TBRA as a component of our larger commitment to and strategies for ending homelessness.

e. HOME Equity Enhancement. HOME funds for the development of rental housing other than the above-described initiatives will be made available to assist projects in the following categories:

1. Rural Rental Housing (typically 12-49 units and up to 100 units for rehabilitation projects)

(a) Project Eligibility - Multifamily development proposals must meet all of the following criteria:

- MSHDA tax-exempt or taxable debt financing; the tax-exempt debt financing must be greater than 50% of the total development cost. MSHDA may use HOME funds as subordinate debt to reduce the amount of debt financing necessary.

- Low Income Housing Tax Credit award, with the equity investment, net of allowable developer fees and project costs not recognized in the debt financing, used to reduce the need for HOME funds;

- Agreement by the community to accept a service fee in lieu of real property taxes for a period not less than the term of the first mortgage loan;

- Agreement by the sponsor to enter into a regulatory agreement whereby, at MSHDA's sole discretion, ten percent (10%) of the units will be rent restricted and occupied by households with incomes at or below 30% of the area median income, adjusted for family size, as defined by HUD. MSHDA may elect to waive this criterion.

(b) HOME Assistance Levels - The minimum amount of HOME assistance will be $1,000 per unit. The maximum amount of HOME assistance will be the lesser of the equity gap as determined by MSHDA, the total development cost of the HOME designated units, or the per unit HOME subsidy limit multiplied by the number of HOME designated units.

(c) Income Targeting - MSHDA may elect, at its sole discretion, to apply the HOME funds to a specific number of units within the development and require that these units be deeply targeted and made affordable to families with incomes at or below 30% of the area median income, adjusted for family size.

(d) Loan Terms - HOME assistance will typically be provided as a subordinate mortgage, to be repaid from:

- Twenty-five percent of any cash available for distribution to the project owner, as determined by an independent annual audit of project income and expenses, this repayment may be waived to the extent deferred developers fees exist. In cases where MSHDA exceeds its typical per unit investment targets, a higher payment (defined by a percentage of cash available for distribution) may be required;

- The proceeds of any refinancing or sale designed to alter the low income character of the residents of the development. In this event, the full subordinate HOME loan will be accelerated and become immediately due and payable; and

- Project operating revenue following repayment of the first mortgage. In this event, the outstanding balance of the HOME loan will become the new first mortgage and begin to bear interest at the same rate as the original mortgage with monthly mortgage payments equal to the payments under the original first mortgage.

2. Non-rural Rental Housing (generally 24-150 units)

(a) Project Eligibility - Multifamily development proposals must meet all of the following criteria:

- MSHDA tax-exempt or taxable debt financing; the tax-exempt debt financing must be greater than 50% of the total development cost. MSHDA may use HOME funds as subordinate debt to reduce the amount of debt financing necessary;

- Low Income Housing Tax Credit award, with the equity investment, net of allowable developer fees and project costs not recognized in the debt financing, used to reduce the need for HOME funds;

- Agreement by the community to accept a service fee in lieu of real property taxes for a period not less than the term of the first mortgage loan or other community contribution to the feasibility of the project;

- Agreement by the sponsor to enter into a regulatory agreement whereby, at MSHDA's sole discretion, a percentage of the units will be rent restricted and occupied by households with incomes at or below 40% of the area median income, adjusted for family size, as defined by HUD. MSHDA may elect to waive this criterion.

b) HOME Assistance Levels - The minimum amount of HOME assistance will be $1,000 per unit. The maximum amount of HOME assistance will be the lesser of the equity gap as determined by MSHDA, the total development cost of the HOME designated units, or the per unit HOME subsidy limit multiplied by the number of HOME designated units.

(c) Income Targeting - MSHDA may elect, at its sole discretion, to apply the HOME funds to a specific number of units within the development and require that these units be deeply targeted and made affordable to families with incomes at or below 40% of the area median income, adjusted for family size.

(d) Loan Terms - HOME assistance will typically be provided as a 3% subordinate loan, amortizing over 50 years, to be repaid from cash flow on an annual basis. In the event a significant percentage of the developer fee is deferred, repayment of the HOME loan may be deferred until the deferred developer fee is repaid or not later than the 13th year.

The loan will be repayable with:

- Twenty-five percent of any cash available for distribution to the project owner, as determined by an independent annual audit of project income and expenses, this repayment may be waived to the extent deferred developers fees exist. In cases where MSHDA exceeds its typical per unit investment targets, a higher payment (defined by a percentage of cash available for distribution) may be required.

- The proceeds of any refinancing or sale designed to alter the low income character of the residents of the development. In this event, the full subordinate HOME loan will be accelerated and become immediately due and payable; and

- Project operating revenue following repayment of the first mortgage. In this event, the outstanding balance of the HOME loan will become the new first mortgage and begin to bear interest at the same rate as the original mortgage with monthly mortgage payments equal to the payments under the original first mortgage.

3. Small Scale Rental Housing (1-24 units)

(a) Project Eligibility - HOME funding may be invested in subsidized secondary loans for small scale development projects (1 to 24 units) on a case-by-case basis and where the project will address a clear public purpose and specific community need such as:

1. The project is an essential component of a comprehensive community revitalization strategy aligned with MSHDA investment priorities; or

2. The project is part of a strategy to create low-income housing opportunities in a higher cost setting or area characterized by economic growth (e.g., economic integration or deconcentration); or

3. The project is targeted at special needs/homeless/supportive housing populations that require a smaller scale.

Proposed projects must meet all the following criteria:

- Low Income Housing Tax Credit award, with the equity investment, net of allowable developer fees and project costs not recognized in the debt financing, used to reduce the need for HOME funds;

- Sponsorship by a community-based nonprofit group, defined as:

  - A Community Housing Development Organization (CHDO);
  - A Community-Based Development Organization (CBDO), as defined by HUD;
  - A local 501(c) organization, organized in Michigan, currently involved in housing in the market area in which the housing is being proposed;

  OR

  -Sponsorship by a for-profit group.

- If special needs housing is being proposed, it must include provision for appropriate support services and project sponsors must be participating in a local continuum of care strategy planning body or a local consortium planning body for supportive housing.

It is the intent of MSHDA to reduce the need for HOME funding by leveraging other sources of financial assistance, but this may not always be practical. At the discretion of MSHDA's Executive Director, these proposals may not always require the use of Low Income Housing Tax Credit.

(b) HOME Assistance Levels - The minimum amount of HOME assistance is $1,000 per unit. The maximum amount of HOME funding will be:

- Within a Participating Jurisdiction, the lesser of the equity gap as determined by MSHDA or $30,000 times the total number of HOME designated units in the project. For special needs housing the maximum HOME assistance will be the lesser of the equity gap as determined by MSHDA or $40,000 per HOME designated unit.

- Outside a Participating Jurisdiction, the lesser of the equity gap as determined by MSHDA, the total development cost of the HOME designated units, or the per unit HOME subsidy limit multiplied by the number of HOME designated units.

(c) Income Targeting - MSHDA may elect, at its sole discretion, to apply the HOME funds to a specific number of units within the development and require that these units be deeply targeted and made affordable to families with incomes at or below 30% of the area median income, adjusted for family size.

(d) Loan or Grant Terms - The affordability and repayment terms will be determined by MSHDA's Executive Director. At a minimum, in the event of a refinancing, sale, or conversion of use that would alter the low income character of the residents of the development prior to the expiration of the affordability period, the full amount of HOME loan will be recaptured.

4. Requirements for Participating Jurisdiction Contributions

(a) For all multifamily rental developments located in participating jurisdictions, a local contribution must be made. The minimum contribution, excluding any credit for the value of property tax relief, must be the lesser of 50% of the total HOME funds necessary as determined by MSHDA or 5% of the participating jurisdiction's most recent annual HOME allocation.

(b) The participating jurisdiction must agree that match credit derived from the present value of property tax relief must, at a minimum, be split between the community and MSHDA based on a pro-rata share of the actual HOME assistance provided.

(c) At the discretion of MSHDA’s Executive Director, proposals may not always require contribution from the participating jurisdiction’s HOME allocation.

f. Rental Rehabilitation. MSHDA will make funds available for rental rehabilitation as follows:

1. Funding awards to local units of governments (state recipients) will be made to administer a HOME rental rehabilitation program. CDBG funds may be used if deemed more appropriate for the specific program proposed. The program will generally provide a forgivable loan of up to a maximum of $14,999 per unit however, additional funds needed to address lead-based paint hazard reductions may be allowed. Investors must contribute at least 25 percent of the total development cost. Loans up to $35,000 including lead based paint hazard reduction may be made available in Downtown or Neighborhood Preservation Program areas. The term of the loan will coincide with the rent affordability requirement. Units will be rehabilitated to the HUD Section 8 Existing Housing Quality Standards (HQS) or UPCS, or its replacement, and include addressing all local code items.

2. Loans to the owners of MSHDA financed multi-family developments will be made, at the sole discretion of MSHDA, for the rehabilitation of the development. Funding will only be available to the extent MSHDA determines that reserve levels are not adequate to cover the costs and still maintain an adequate balance for future needs. Funding will generally be limited to a maximum of $14,999 per unit. Units will be rehabilitated to the HUD Section 8 Existing Housing Quality Standards (HQS) or UPCS, or its replacement, and include addressing all local code items.

4. Homebuyer Assistance Programs

a. Acquisition/Development/Resale Assistance. MSHDA will make funds available through grants or loans to eligible nonprofit organizations and to local units of government or may loan HOME funds to for-profit developers, for the purpose of newly constructing, acquiring and/or rehabilitating units for sale to low and moderate income families. The maximum amount of HOME funds that a grantee may invest in a home is the per unit dollar limits established by HUD under Section 221.514(b)(1) and (c). The appraised value of the properties may not exceed the single family mortgage limits established by HUD. The sale price (purchase price limit) may not exceed the lesser of the appraised value or the HUD maximum appraised value limits.

Grantees may (a) resell the HOME-assisted property to a qualified buyer using affordable financing, (b) sell the property under a lease-purchase agreement to families who will be able to qualify for mortgage financing within 24 months, or (c) use other homeownership models, such as community land trusts, to address the needs of specific markets. The unit must meet HUD Section 8 Existing Housing Quality Standards (HQS) or UPCS, or its replacement, and include all energy conservation items at the time of occupancy. The affordability provisions described in Section 12 will be applied to any resale during the affordability term.

b. Down Payment Assistance. MSHDA will provide a down payment assistance program for qualified eligible families, especially first-time homebuyers by making funds available through financial institutions, eligible nonprofit organizations, for-profit developers, or local units of government. The homebuyer is responsible for a minimum cash contribution equal to 1 percent of the sales price. As permitted by HUD, homeownership assistance can be used for the balance of the minimum cash requirement to close (including closing costs, prepaids and down payment requirements) as calculated by the lending institution providing the first mortgage. The property's appraised value may not exceed the applicable HUD single family mortgage limit. Mortgage financing is required; land contracts are not eligible.

Additional funds may be provided for rehabilitation of homes receiving down payment assistance. Where rehabilitation funds are provided at closing as part of a single affordable financing package (1^{st} and 2^{nd} mortgage) based on the increased value of the property. CHDOs may use funding from the CHDO set-aside as developers of the property in accordance with a written agreement between the CHDO and the owner of the property.

Down payment assistance will be combined with the acquisition/development/resale program. MSHDA may, under this combination of assistance, provide a higher maximum downpayment assistance to (a) achieve affordability or (b) permit recapture of HOME funds upon resale during the affordability period.

A lien will be placed on the property in the amount of the HOME funds used to make the property affordable. The lien will require repayment of the HOME funds, in accordance with the affordability provisions described in Section 12, if the property is sold within the term of the affordability period. The assistance may be forgiven after the term of affordability ends except for assistance provided in coordination with MSHDA's single family mortgage programs, which is forgiven at the end of the mortgage term. Any repayments received must be returned to the HOME Investment Trust Fund.

Funds for Down Payment Assistance will be made available (a) to support the activities of MSHDA's homebuyer development programs, (b) in coordination with MSHDA's single family mortgage programs, and (c) where a local nonprofit organization(s) or community demonstrates capacity to provide needed supportive services (such as counseling) or to reach underserved populations.

American Dream Downpayment Initiative

The U.S. Department of Housing & Urban Development established an interim rule for a new downpayment assistance component under the HOME Program referred to as the American Dream Downpayment Initiative (ADDI) effective April 29, 2004. The Michigan State Housing Development Authority (MSHDA) will be the administrator of the State of Michigan ADDI program.

Planned Use of ADDI Funds

MSHDA will provide the ADDI funds, through an agreement with Habitat for Humanity of Michigan, Inc., for first-time homebuyers. Habitat will award the ADDI funds to local Habitat affiliates throughout the state. MSHDA's 2008 goal for minority households assisted with ADDI funds is 25% of ADDI funds disbursed in the program year.

Plan for Conducting Targeted Outreach

MSHDA will require that each local Habitat affiliate receiving ADDI funds conduct targeted outreach to residents and tenants of public and manufactured rental housing, and to other families assisted by public housing agencies. MSHDA will provide an Assisted Housing Directory to each affiliate that identifies all multi-family assisted housing in the locality, contact information for the local public housing authority and contact information for the local MSHDA Housing Choice Voucher agent. Examples of acceptable outreach measures include, but are not limited to:

- Program Notices sent to the Management Agent of local assisted housing;
- Program Notices mailed to residents of local manufactured rental housing developments;
- Program Notices sent to local public housing authorities providing the Housing Choice Voucher Program;
- Program Notices sent to MSHDA's Housing Choice Voucher Family Self-Sufficiency and Housing Choice Voucher Homeownership participants within the county;
- Informational meetings describing application and eligibility requirements;
- Advertisement in a newspaper of general circulation or a publication reaching the targeted audience (i.e., a rental development newsletter).

Homeownership Counseling

MSHDA administers an extensive Homeownership Counseling Network that has been in place for fifteen years. A formal process is in place for Habitat of Humanity affiliates to refer purchasers of Habitat homes to the Network for necessary counseling. Counseling services range from simple home purchase education to in-depth financial literacy and home maintenance training. This counseling arrangement will be expanded to include all ADDI participants.

5. Homeowner Assistance

a. Eligible Administrators: MSHDA will make funds available to provide homeowner rehabilitation loans to families with incomes at or below eighty percent (80%) of area median. This program will be administered through either MSHDA direct loans or local administrators. Eligible local administrators include:

1. In CDBG non-entitlement areas; a) local units of government or b) non-profit organizations proposing to administer a homeowner rehabilitation program in eligible, non-participating counties.

2. In CDBG entitlement areas; local units of government or nonprofit organizations sponsoring a targeted strategy; targeted strategies such as, but not limited to MSHDA NPP, Empowerment Zones, Enterprise Communities, and Renaissance Zones. A 1:1 match will generally be required from the entitlement community.

b. Maximum Assistance: Homeowner rehabilitation assistance will generally not exceed $35,000 per unit, including costs attributable to lead-based paint abatement.

c. Leverage: Local administrators are expected to leverage funds from other housing programs, such as federal weatherization funding, Rural Development, and MSHDA PIP, as well as to provide in-kind services and local housing funding. Leveraging targets and results will be a factor in determining funding awards.

d. **Lien Requirements:** MSHDA requires the placement and recording of a lien on properties improved with HOME funds. Exception will be given to rehabilitation assistance loans where the cost of the repairs is at or below $2,500. Waivers will be considered for other unique circumstances on a case-by-case basis.

e. **Financing Mechanism:** Generally, The minimum requirement is a deferred, non-forgivable loan for any assistance between $2,501 and $25,000. However, County Allocation Grantees may choose to offer loans that are forgivable over a 15 year period, beginning in year 6.

f. **Targeted Strategies:** MSHDA reserves the right to adjust the criterion (b) through (e) listed above in targeted strategy areas.

6. Special Projects

<u>Community Initiative Models.</u> MSHDA's goal is to maximize the impact of HOME funds on local housing needs through the design of model programs that have broad applicability. The program parameters for these models may sometimes present barriers to innovative and creative responses to unique local situations. Applicants are encouraged to engage in local planning and collaborative efforts involving local government, private funders, lenders, and nonprofit organizations. MSHDA will consider funding innovative and creative applications for HOME, which do not comport with the program parameters of the State's plan. Requests for funding must involve HOME-eligible activities using the applicable HOME regulations.

<u>Empowerment Zones, Enterprise Communities and Renaissance Zones and other state designated target areas.</u> MSHDA will make available HOME funds for other HOME eligible project activities which present innovative or otherwise responsive solutions to identified housing needs for persons residing in one of Michigan's designated target areas such as Empowerment Zones, Enterprise Communities, and Renaissance Zones. MSHDA reserves the right to determine the scope of these projects and procedures for awarding these funds.

7. Community Housing Development Organizations and HOME

MSHDA will assure that at least 15 percent of its cumulative HOME allocations are used for investment in affordable housing owned, developed or sponsored by Community Housing Development Organizations (CHDOs). CHDO funding will be accessed by certified CHDOs through the eligible program components of the overall State HOME Program. CHDO funding will be used for both rental housing and first time homebuyer activities. The programs where the greatest CHDO participation is anticipated are the two components of the HOME Equity Enhancement and the Acquisition/Development/Resale Program.

MSHDA will also reserve up to 5 percent of its total HOME allocation for CHDO operating expenses. Certified CHDOs who are undertaking CHDO eligible activities through the State HOME Program will receive first priority for operational support. MSHDA may also provide operating support for CHDOs, which are identified by MSHDA as having the potential to undertake CHDO-eligible activities within the time-frame specified by HUD for the commitment of FY09 HOME funds. These CHDOs and potential CHDOs will be required to submit work plans and budgets that identify the use of the operating funds. MSHDA will assess the progress of the recipient organization(s) on a regular basis. The disbursement of operating funds will be contingent upon the completion by the organization(s) of set goals within a specified time-frame. MSHDA will also make CHDO pre-development loan assistance available.

MSHDA is currently certifying CHDO organizations statewide and is continuing efforts to identify CHDO eligible organizations in both rural and urban areas. MSHDA will utilize HUD and its own technical assistance funds to build the capacity of Michigan nonprofit organizations to undertake HOME assisted activities and to qualify those organizations as CHDOs.

8. Affirmative Marketing and Outreach to Minority and Women Owned Businesses

All HOME activities will be subject to existing equal opportunity policies and protections in force within the Michigan State Housing Development Authority. In addition, all state recipients of HOME funds for rental activities of properties of five (5) or more must provide a plan which details their efforts to solicit the participation of minority and women owned businesses in the implementation of the program, and an affirmative marketing plan for the marketing of units in HOME assisted projects.

9. Affirmative Marketing

MSHDA will implement an affirmative marketing plan to assure that eligible persons from all racial, ethnic, and gender groups in the designated housing market area are aware of and invited to apply for any available housing assistance which it directly administers. The following affirmative marketing requirements apply **only** to structures containing five (5) or more rental units assisted with HOME funds. In addition, MSHDA will provide state recipients with guidance in affirmative marketing of HOME assisted units. The affirmative marketing plans for state recipients must address the following requirements:

a. **Informing the General Public.** The method for informing the general public of the availability of the HOME Rental Rehabilitation Program will include at a minimum placing an advertisement in a newspaper of general circulation **and** a publication reaching those persons least likely to apply. All advertising will contain the HUD-approved Equal Opportunity logo **and** slogan. All display advertising will contain the logo in a prominent position with the advertisement in letter size equal to or greater than the smallest letters in the ad. Additional outreach to organizations which service disabled persons will be used when a barrier free unit(s) is part of the project.

   A summary of the HOME Rental Rehabilitation Program guidelines and the ongoing affirmative marketing requirements will be made available at the state recipient's office and at other designated public places.

b. **Informing Potential HOME-Assisted Property Owners.** Upon initial contact with the property owner, the state recipient will inform interested property owners of the HOME Rental Rehabilitation Program Guidelines, the Fair Housing Laws and of their obligations and responsibilities under the HOME program guidelines. Copies of the HUD publication **Fair Housing-It's Your Right**, as well as other written materials will be provided to the property owners.

c. Property Owner Obligations. At the time of application, upon request of the state recipient the property owner shall issue letters to tenants currently occupying units to be rehabilitated and submit copies of those letters to the state recipient.

i. Vacancies. The property owner shall agree that he/she **will** notify the state recipient immediately upon learning that a rehabilitated unit will become vacant. The property owner **will** also send notification to the local PHA and one predetermined local agency or nonprofit that assists families with affordable housing services.

The property owner may simultaneously inform the general public, about the availability of rehabilitated units, by advertising for tenants in a paper of general circulation and a publication reaching those persons least likely to apply, using the Equal Housing Opportunity logo in display ads or "EHO" in line ads.

The property owner shall keep track of new tenants (race, ethnicity, gender, income, family size and rent) and notify the state recipient of all new occupancies and vacancies. All pertinent rental and statistical data, throughout the term of the agreement shall be reported to the state recipient, at least annually, and at other times as requested by the state recipient.

ii. Informing Potential Tenants. While taking applications to fill a vacancy, the property owner shall keep documentation of **all** applicants for the vacancy.

d. HOME Rental Rehabilitation Agreement. The state recipient shall prepare an Agreement with each property owner, which describes in part their willingness to comply with the affirmative marketing requirements. The affirmative marketing requirements shall remain in effect for the term required by the HOME regulations.

e. Record keeping. Property owners will, on an annual basis contact the state recipient to identify the race, ethnicity, gender, income, family size and rent of tenants. The state recipient will maintain records of flyers or ads and a list of contact dates with special outreach agencies. Property owners will provide, where possible, data on how applicants learned about the housing opportunities.

f. Assessment. The state recipient will assess affirmative marketing efforts made by property owners as follows:

- To determine if good faith efforts have been made: Property owners' records shall be examined for actions they have taken; those actions shall be compared with the affirmative marketing policy in their contractual provisions. If the state recipient finds that the required actions were carried out, it will be reasonably concluded that the property owners have made good faith efforts to comply.

- To determine results: Property owners' affirmative marketing efforts will be assessed to determine whether persons from all of the racial and ethnic groups in the state recipients area have become tenants in the HOME assisted rehabilitated units. If the groups are representative, we will assume that the property owners have complied with the affirmative marketing policy.

g. **Remedies for Noncompliance with Affirmative Marketing Requirements.** If a property owner fails to comply with the policy and any applicable federal laws regarding the affirmative marketing policy, the property owner will not be allowed to continue to participate in the rental program. The restriction would be lifted at such time when the property owner supplied the state recipient with a corrective action plan that sufficiently demonstrates the steps he/she will take to correct and comply with applicable Federal Housing Laws and the affirmative marketing policy.

10. Outreach to Minority and Women Owned Businesses

MSHDA will make efforts to encourage the use of minority and women's business enterprises in connection with HOME funded activities. At a minimum, MSHDA will undertake the following steps:

- Work with the Michigan Department of Civil Rights to maintain and expand its inventory of Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs);

- Provide copies of MSHDA's MBE/WBE directory to state recipients and others;

- Promote affirmative procurement policies in promotional material and media announcements about the HOME program;

- Provide information to potential MBEs and WBEs on contract opportunities;

- Develop solicitation and procurement procedures that facilitate involvement by MBEs/WBEs;

- Assure that information is provided to MBEs and WBEs on business opportunities at meetings and seminars; and

- Maintain information and report on the use of MBE and WBE contractors MSHDA in the HOME program.

In addition, MSHDA will monitor the implementation of plans for outreach to minority and women-owned businesses by State recipients and grantees. These plans will at a minimum, require:

- including qualified minority and women's businesses on bid solicitation lists and assuring that minority and women's businesses are solicited whenever they are potential sources of materials or services;

- using the services and assistance of the Michigan Department of Civil Rights, the Michigan State Housing Development Authority, or any similar local agency to identify WBEs and MBEs, as needed;

- if any subcontracts are let, requiring the prime contractor to undertake similar outreach efforts.

11. Match Requirement

The match for the FY08 HOME allocation will be met by a variety of resources, including but not limited to publicly issued debt, property tax abatement, value of donated land and property infrastructure improvements, grants from MSHDA funds, the Michigan General Fund, and private sources, as well as other funding for HOME-eligible projects.

12. Affordability Provisions

The federal HOME regulations require that a property purchased with HOME assistance remain affordable in accordance with §92.254(a)(4) of the HOME Regulations:

HOME Investment	Affordability Period
$1,000 - 14,999	5 years
$15,000 - 40,000	10 years
$40,001 - maximum allowable	15 years

The regulations stipulate that the initial homebuyer may sell the property during the term of affordability provided that 1) the initial homebuyer repays the HOME subsidy upon resale (the "recapture" option) **or** 2) the property is resold at a price which both ensures that the owner will receive a fair return on investment and ensures that the property will remain affordable to a reasonable range of low and moderate income buyers (the "reuse" option).

The Michigan State Housing Development Authority (MSHDA) will utilize the recapture option in its homebuyer programs but reserves the right to utilize the reuse option at its discretion. Under the recapture option, MSHDA will require that the initial homebuyer repays the outstanding HOME subsidy at the time of resale. Full repayment will not be required in the case of a resale with no net proceeds or insufficient net proceeds to fully repay the subsidy. The term of affordability will be ended at such time the HOME subsidy is repaid, in whole or in part, to the State Home Investment Fund. The recapture provision will be enforced with a formal agreement with the homebuyer and a recorded lien on the property. Under the second recapture option, “Presumption of Affordability,” no lien will be required unless there is a homebuyer subsidy.

Under the reuse option, the homebuyer may sell the property during the term of affordability provided that the following conditions are met:

Subsequent Purchaser: The subsequent purchaser is a low or moderate income household that will use the property as its principal residence. Low or moderate income households are defined as households whose gross annual incomes do not exceed 80 percent of the area median income, adjusted for household size.

Sale Price: The sale price of the property may not exceed the lesser of 1) the appraised value of the property at the time of sale or 2) a sale price that yields an affordable 97% mortgage. A mortgage is considered affordable if the monthly payment for principal, interest, taxes, and insurance (PITI) does not exceed 30 percent of the gross monthly income of a household with an income that is 80 percent of the median income for the area, adjusted for household size. Household size will be determined by using the maximum occupancy standard. If necessary, MSHDA will invest additional HOME funds to assure that the subsequent mortgage is affordable as defined by the HOME Program regulations.

Return on Investment: The sellers' return on investment (fair return) will be limited by 1) the MSHDA fair return formula and 2) the area housing market value. Appreciation realized during the term of homeownership may be shared between the homeowner and MSHDA.

The fair return will equal the sum of 1) the amount of the homeowner's investment and 2) the amount of the standardized appreciation value, less any investment by MSHDA that is required at the time of resale to enable the property to meet HQS, or UPCS or its replacement. The homeowner's investment is calculated by adding the down payment made by the homebuyer from its own resources, the amount of the mortgage principal repaid by the homeowner during the period of ownership, and the value of any improvements installed at the expense of the homeowner. The standardized appreciation value will equal 3 percent of the original purchase price for each year the homeowner holds title to the property, calculated as one quarter of 1 percent per month.

The homebuyer will receive the full amount of the fair return only if sufficient sale proceeds remain after all outstanding debt (excluding repayable HOME contribution), closing costs, and HQS, UPCS, or its replacement required repairs are paid off. Any sale proceeds remaining after payment of the outstanding debt, closing costs, HQS, UPCS, or its replacement required repairs, fair return, and the HOME contribution will be shared fifty/fifty between the homeowner and MSHDA. If necessary, MSHDA will use its share for the purpose of reducing the monthly payment to an affordable level to the subsequent low or moderate income purchaser.

13. Monitoring

MSHDA will monitor the implementation of these plans to determine that good faith efforts have been made to carry out the procedures and requirements specified in the plans, to determine if the objectives have been met, and to take corrective action as necessary.

14. Lead-Based Paint Hazards

In the HOME Program, all properties rehabilitated must meet HUD's Section 8 Existing Minimum Housing Quality Standards (HQS) or UPCS, or its replacement. As lead-based paint requirements are incorporated into HUD's standards, on a statewide level we are continuously addressing lead-based paint issues on housing rehabilitation projects (e.g., homeowner and rental rehabilitation).

Beginning August 11, 2001, the new HUD Lead Based Paint Regulation was put into effect throughout the State of Michigan relative to the HOME Program. Projects begun with HOME funds after January 1, 2002 will be monitored for compliance with the Lead Regulation by MSHDA staff as part of the overall monitoring for the HOME Program.

15. Refinancing

On a limited basis for feasibility purposes, MSHDA will consider, as an eligible cost, the cost to refinance existing debt secured by multi-family housing that is being rehabilitated with HOME funds when the following conditions are met:

1. The multi-family project contains $\leq$ 11 units except, at the discretion of MSHDA's Executive Director, the number of units may be increased to $\leq$ 50 units; and

2. The rehabilitation cost of the project is equal to or exceeds the amount to be refinanced; and

3. The refinanced units will have a minimum affordability period of 25 years; and

4. A review of the management practices demonstrates that disinvestment in the property has not occurred, that the long term needs of the project can be met and that the feasibility of serving the targeted population over the affordability period can be demonstrated; and

5. That the investment of HOME funds for refinancing is being made to maintain current affordable units, create additional affordable units, or both; and

6. That HOME funds will not be used to refinance multi-family loans made or insured by any federal program.

MSHDA will consider the use of HOME funds for this purpose and under these conditions for multi-family projects located outside of local Participating Jurisdictions.

16. Unit Goals - Section 215 Affordable Housing and 2008 Achievements

	Total # of 2007 Units Projected	Total # of 2007 Units Achieved to date (9-30-07)	Total # of 2008 Units Projected	HH AMI 0 $\leq$ 30%	HH AMI >30$\leq$ 50%	HH AMI >50$\leq$ 80%
Home Owner	400	358	500	100	350	50
Home Buyer	300	280	350	30	135	185
Rental	1289	619	800	300	350	150
TBRA	520	224	550	470	80	0

E. HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA): ONE-YEAR ACTION PLAN

Executive Summary

Program Structure: The Michigan Department of Community Health (MDCH) administers a broad range of health care services to residents statewide, including services targeted to special needs populations. The Department is organized into five administrations: Operations Administration; Medical Services Administration; Health Policy, Regulation and Professions Administration; Public Health Administration; and the Mental Health and Substance Abuse Services Administration. The Division of Community Living within the Mental Health and Substance Abuse Services Administration manages the HOPWA formula grant.

There are nine Project Sponsors from the seven state regions that serve all areas of the state except the Detroit EMSA (Wayne County) and the Warren EMSA (Lapeer, Livingston, Macomb, Monroe, Oakland, and St. Clair counties). The Project Sponsors provide tenant-based rental assistance (TBRA), short-term rent, mortgage and utility assistance (STRMU), housing information services, resource identification, permanent housing placement and supportive services (mainly housing case management).

The Michigan Department of Community Health (MDCH), Division of Community Living strives to assure that comprehensive housing and supportive services are available to meet the needs of people and families living with HIV and AIDS. Project Sponsors assure that all persons living with HIV/AIDS (PLWH/A) had access to:

1. <u>Direct Housing Assistance</u>
    - Includes rent, mortgage payments, and utility assistance in rental arrangements or mortgage assistance in a home that the person owns. New construction, renovation of existing facilities and Facility based programs are not part of the MDCH program at this time.

2. <u>Case management focused on housing</u>
    - Helping a person find and obtain housing, developing a housing plan to maintain housing stability, avoid homelessness, increase access to care services;
    - Help to access other benefits such as health care and other supportive services;
    - Connecting persons with HIV/AIDS to generic sources of housing (such as Vouchers – Section 8), financial support (such as SSI) and service dollars (such as Medicaid, Care Act assistance).

3. <u>Permanent Housing Placement Services</u>
    - Security Deposit & first month's rent
    - Fees for credit checks
    - One time utility hookup and processing costs
    - Life skills and housing counseling for household budgeting, cleaning, and maintenance,
    - Support with completing applications and eligibility screenings for tenancy or utilities.

4. <u>Housing Information services</u>
   - Provide information and develop materials or other supports used to locate and apply for housing assistance, find affordable housing, etc.

5. <u>Resource Identification</u>
   - This is not a direct client service but includes staff activities that include developing housing assistance resources such as brochures and web resources, building relationships with landlords, identifying affordable housing and vacancies, and attending community housing related meetings which should benefit clients with better housing.

<u>Objectives</u>

The overall goal of HOPWA is to meet the housing needs of low-income persons with HIV/AIDS and their families. The general objective for HOPWA is to **provide decent, affordable housing** with the general outcome of **affordability** in housing. It is the expectation of HUD that 80% of the households assisted will be living in a housing arrangement that is defined as 'Stable'.

<u>Outcome Measures</u>

Objectives/Outcomes for 2009: It is estimated that Regional projects will provide 50 households with tenant based rental assistance with permanent housing placement assistance, 250 households will receive short term rent, mortgage and utility assistance, and Housing information services will be provided to 250 households. An estimated 25 people living with HIV/AIDS but not receiving HOPWA funded Housing assistance will receive supportive services only. See Table 3A

<u>Sources of Funds</u>

HOPWA Grant Funding to MDCH:

CY	Formula Grant Amount	CY	Formula Grant Amount
2003	$884,000	2006	$877,000
2004	$911,000	2007	$893,000
2005	$862,000	2008	$941,000

The HOPWA services are contracted through the nine project sponsors. HOPWA assistance is to be linked to medical and supportive services funded by Ryan White CARE Act funds. Most HOPWA Sponsors also provide CARE Act funds. The HIV-AIDS Prevention and Intervention Division of MDCH is responsible for the distribution of CARE Act funds outside the Detroit and Warren EMSAs.

The regional HOPWA Project Sponsors assist clients with accessing other funds: this includes the Michigan Department of Human Services emergency funds, applying for medical assistance from the CARE Act or Medicaid, assistance from the Salvation Army, Red Cross, Community Action Agencies, applying for MSHDA Housing Choice Vouchers, etc. In addition, supportive services are accessed from existing service providers including community mental health agencies, substance abuse treatment centers, transportation authorities and health care providers.

In 2007, $744,000 in leveraged services were provided to HOPWA households. Of this total, over $37,000 went to Housing Assistance. The sources of leveraged dollars included: CARE Act, FEMA, United Way, Fundraising and In-kind resources.

Evaluation of Past Performance

Housing Stability Outcomes – 2007

The housing stability worksheet summarized below is to assess program results based on information provided in the annual CAPER. HUD's goal is to have 80% of persons living in 'Stable' housing. The chart basically shows the housing status of the household either at the end of the program year (12-31-07) or when they left the program.

	# in Stable Housing	# in Temporary Housing	# in Unstable Arrangement	# Life Event (death)	% in Stable housing
Tenant-based Rental Assistance	49	1	1	1	94%
	# Stable-Permanent Housing	# Temporarily Stable w/reduced risk of homelessness	# in Unstable Arrangement	# Life Event (death)	
Short-Term rent, mortgage, utilities	180	122	13	4	54%
Combined	229	123	14	5	61%

Chart based on incomplete data for CY

Due to the rating system in place, households assisted with Short-term housing assistance are not considered stable if short-term assistance is in current use or if it is likely to be needed in the next year. This situation is under review.

In 2007 MDCH provided assistance in increasing the availability of adequate affordable housing for homeless persons including those living with HIV/AIDS through:

- Administering 4 HUD Supportive Housing Program Grants;
- Administering 10 HUD Shelter + Care Grants;
- Encouragement of local collaborations to increase production of supportive housing units;
- Encouragement of local collaborations to assure the availability of the maximum number of Housing Choice Vouchers targeted to people with disabilities;
- Encouragement of local collaborations on housing development that serves people with special service needs through the low income housing tax credit process;
- Encouragement of local collaborations on HUD Section 811 units to ensure that adequate services are provided at those units;

- Participation in the Michigan Affordable Housing Conference to increase the housing IQ of developers, bankers, local officials and service providers

Activities 2008

All regional Sponsors are implementing the Performance Measurement system as required and the revised data collection. It is anticipated that this system will result in changes to how programs are operated and funds are expended.

Staff from all regions will continue with training sessions to implement the HMIS system for the HOPWA program. It is planned that most HOPWA data collected for the year end CAPER and for IDIS for 2008 will be done via the HMIS process. Continued use of the current reporting system will be required until the accuracy and reliability of HMIS is demonstrated.

At the end of 2008 one of the Sponsors will be ending their HOPWA contract. In the fall of 2008 DCH will complete the process of selecting a replacement Sponsor.

Method of Distribution

The Department of Community Health has the belief that HOPWA services need to be integrated with the provision of CARE Act funded services. Therefore the original choices for HOPWA Sponsors were required to be agencies that directly or indirectly were responsible for the distribution of CARE Act funds. Other important considerations were the closeness to major population centers, being near hospitals or health care centers providing needed services, availability of transportation services, etc. In 2008, the sponsor discontinuing its HOPWA functions is the major distributor of CARE Act funds. While they will continue in to provide CARE Act services, there isn't another nearby agency that is responsible for distributing CARE Act funds. Therefore, very soon, a Request for Proposal process will be initiated to identify a replacement. This process will be open to all non-profit agencies meeting the minimum requirements. In addition to the items noted above, Sponsors are to assure that HOPWA services will be available to all persons living in their region. Note: Sponsors can provide assistance to persons outside of their region.

Allocation Priorities and Geographic Distribution

The State of Michigan HOPWA service area is the entire state excluding the Warren and Detroit EMSAs (see Michigan HOPWA Service Areas Map in the appendices). The allocations to Sponsors are primarily based on available statistics of people living with HIV/AIDS in each region. Sources of data are mainly reports from the Centers for Disease Control, and the MDCH Quarterly HIV/AIDS Reports on the "Estimated Prevalence" and the "Reported Prevalence" of persons with HIV/AIDS. In addition, each Project Sponsor submits a plan of service annually outlining the characteristics and needs of their populations, how they coordinate with other housing, health care and community services, who they plan to serve and how they plan to spend their allocation. Documentation of additional need by a Sponsor will also be considered.

Region 2 serves Jackson, Lenawee, and Washtenaw counties in southeastern Michigan. DCH contracts with the HIV/AIDS Resource Center (HARC) to administer services in the region. Region 2 has an estimated 910 people living with HIV/AIDS, of which 641 are reported.

Region 3 serves Allegan, Barry, Berrien, Branch, Calhoun, Cass, Eaton, Hillsdale, Kalamazoo, Saint Joseph and Van Buren counties in southwestern Michigan. DCH contracts with the Community AIDS Resource and Education Services (CARES) to administer HOPWA services in the region. Region 3 has an estimated 1230 people living with HIV/AIDS, of which 852 are reported.

Region 4 serves Clinton, Gratiot, Ingham and Montcalm counties in the mid-Michigan area. DCH contracts with the Lansing Area AIDS Network (LAAN) to provide services in the region. An estimated 600 people are living with HIV/AIDS in Region 4, of which 417 are reported.

Region 5 serves Ionia, Kent, Lake, Mason, Manistee, Mecosta, Muskegon, Newaygo, Oceana and Ottawa counties in western Lower Michigan. DCH contracts with 3 Project Sponsors to administer services for this region. Saint Mary's Health Centers, Hackley Hospital/McClees Clinic and District Health Department #10. An estimated 3,310 persons are living with HIV/AIDS in Region 5, with 2,317 reported cases.

Region 6 serves Bay, Genesee, Huron, Midland, Saginaw, Sanilac, Shiawassee and Tuscola counties in eastern Lower Michigan. DCH contracts with the Sacred Heart Centers to administer services in Region 6. An estimated 1,080 persons are living with HIV/AIDS in the region, with 747 reported cases.

Region 7 serves 25 counties in Northern Lower Michigan. DCH contracts with the Munson Medical Center to administer services for the region. An estimated 530 persons are living with HIV/AIDS in the region, of which 311 are reported.

Region 8 serves all 15 counties in the Upper Peninsula of Michigan. DCH contracts with the Marquette County Health Department to administer services in the region. An estimated 190 persons are living with HIV/AIDS in the region, of which 65 are reported.

NOTE: All HIV/AIDS estimates based on MDCH Quarterly HIV/AIDS Report – January 2008.